

INSTRUCTIONS FOR ALARM PERMIT APPLICATION

Failure to correctly and fully complete this form will delay your registration. This form is to be used to register burglar/robbery, panic/duress and fire systems. **There is a \$15.00 fee to register your alarm.** All information must be typed or printed and is confidential.

- I. **Alarm Applicant Information:** Indicate the complete name of the person responsible for the alarm operation or name of establishment.
 - (a) Indicate your drivers license number in the space provided.
 - (b) Indicate the mailing address of the applicant, if different from alarm address.
- II. **Alarmed Premises:** Indicate the complete address where alarm is located if different from applicant address.
 - (a) Indicate any unusual circumstances that should be considered when responding to an alarm at the alarmed location, i.e. watch dog, security guard, hazardous materials, weapons, etc
- III. **Alarm Monitor / Installer:** Indicate the name, phone number and fax number for the alarm company that monitors, sold, installed, maintains your alarm system.
- IV. **List two (2) persons to contact in the event of an alarm:** List the name and phone number of two persons who have agreed to:
 - (a) Receive notification of an alarm activation at any time.
 - (b) Respond to the alarm site within 20 minutes of notification; and
 - (c) Grant access to the alarm site and deactivate the alarm system if such becomes necessary.

PENALTIES

The ordinance establishes a fine schedule for repeated false alarms which require a response from police & fire services. Fines and false alarms are based on a calendar year starting from your registration date.

FINE SCHEDULE:

<u>Number of False Alarms</u>	<u>Fine</u>
1	No Fine
2	No Fine
3	\$ 45.00
4 or more	\$ 90.00

For alarm users who have not registered their systems, a ninety-nine dollar (\$99.00) fine will be charged. In addition to the non-registration fee, any operator of a non-permitted alarm system will be subject to a citation and assessment of a ninety dollar (\$90.00) fine for each false alarm dispatch. The total fine for an alarm user who has yet to register their system and who has had a false alarm occurrence is one hundred eighty nine dollars (\$189.00).

Mail completed Application Form with a \$15.00 check or money order made payable to:

City of Hartford
Department of Emergency Services & Telecommunications
50 Jennings Road
Hartford, CT 06120

If you have questions, feel free to contact our office at (860) 527-6300.